

MISSOURI BOARD OF NURSING HOME ADMINISTRATORS

INSTRUCTIONS FOR TAKING THE RCAL NAB &/OR STATE EXAM

The following information assists in explaining the examination process for the NAB &/or STATE exams and is intended to be used in conjunction with the **"RC/AL Information for Candidates Handbook."** The handbook may be downloaded through NAB's website at www.nabweb.org, and clicking on "Examinations." If you are unable to access the website, please contact our office.

1. Read and sign the "Examination and Confidentiality Attestation" form. Email or fax the signed form to this office. This must be received before you register for the exam(s).
2. Carefully review the booklet "RC/AL Information for Candidates Handbook" before proceeding with the examination process.
3. To register for the NAB &/or STATE exam, go to www.nabweb.org and click on the "Examinations." The board office will review your registration to ensure you are qualified to take the exam(s) and to verify the information matches your licensure application.
4. Upon receipt of the electronic (via email) Authorization to Test letter from ProExam, you may schedule the appointment to sit the exam. The letter will include the toll-free number to reach Prometric's Candidate Service Call Center (CSCC) to schedule an appointment and will list the information you must provide when scheduling or you may visit the Prometric's website provided.
5. ProExam will email to this office, within 15 business days after testing, the official Score Report of candidates who tested during the preceding period. The Board will email your results within 10 business days of receiving these reports. If you received a preliminary "Fail" upon taking one or both exams, you will not be able to register to take the exam(s) again until you have received your results from this office.
6. Once you successfully complete your required exams within your qualification period, a license will be issued.
7. ProExam will email to this office, within 15 business days after testing, the official Score Report of candidates who tested during the preceding period. The Board will notify you of your results within 10 business days of receiving these reports. Once you successfully complete your required exams, a license will be issued.
8. Veterans taking the administrator licensure examinations required by the Board can be reimbursed for the cost of the exam(s). The examinations are deemed approved for GI Bill reimbursement. Learn more about how the GI Bill can pay the cost of a license or certification test by visiting the Veterans Affairs (VA) website*.

VA will pay for the cost of the exams, up to \$2,000 for each. VA will not issue reimbursement for other fees connected with obtaining a license or certification. Payment is issued after you submit the required information to the VA. The VA will reimburse regardless of the number of exams you may take, or the number of times you may take an exam. However, Missouri regulations limit the number of times you can take the exams. You are allowed three opportunities to complete and pass the exam(s) you are required to take.

If you have questions about licensing and certification reimbursement or applying for benefits, you can access the below website* or call 888-GIBILL-1 (888-442-4551), or for the hearing-impaired call 800-829-4833.

*http://gibill.va.gov/resources/education_resources/programs/licensing_and_certification.html